

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**NOMINATIONS AND HUMAN RESOURCE COMMITTEE MEETING**

February 18, 2014

**MEMBERS PRESENT:** Beth Relich, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Ms. Swigert

**ALSO PRESENT:** Devon, Christel, Debra, Arlene

The meeting was called to order by Chairperson, Diedrick at 4:33 p.m.

**ADOPTION OF AGENDA:** Ms. Relich/Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF December 10, 2013:** Mr. Pamperin/Ms. Relich moved to approve the minutes of the December 10, 2013 meeting. **MOTION CARRIED.**

**PROPOSED SLATE OF OFFICERS:** Mr. Diedrick reported that the proposed slate of officers have been contacted and have agreed to serve in the following positions:

**A. CHAIRPERSON – TOM DIEDRICK:**

**B. VICE-CHAIRPERSON – KEITH PAMPERIN:**

**C. SECRETARY – PAT HICKEY:**

**D. TREASURER – BETH RELICH:**

Mr. Diedrick asked three times for any other nominations from the floor. There were none. Ms. Van Donsel/Ms. Swigert moved to approve the slate of officers as listed on the agenda and present it to the Board. The Committee raised concerns regarding Chairperson Diedrick's and Vice Chairperson Pamperin's terms expiring in the same year-January 1<sup>st</sup>, 2015. Discussion ensued regarding strategies to address the board members' terms and the possible need to stagger the completions of terms to avoid large numbers of vacancies at the same time. The committee discussed options for mentoring members into the Chairperson's position. Mr. Pamperin offered to vacate the Vice-Chair position in order to support the succession to a new Chairperson in 2015. The committee directed Ms. Christianson to explore current board member's interest in stepping into the Vice-Chair position prior to the February 27<sup>th</sup> ADRC Board meeting. The discussion regarding recruitment of additional board members was requested to be held to the last agenda item for the meeting.

Ms. Van Donsel/Ms. Swigert moved to amend the motion to modify the proposed slate of officers by removing Mr. Pamperin's name from the position of Vice Chairperson, leaving that position vacant at this time. **MOTION CARRIED.**

**POSITION REQUESTS AND JOB DESCRIPTIONS:** Ms. Christianson drew committee member's attention to the job descriptions of three potential positions (enclosure). She explained that in the past in order for us to request new positions outside of the regular budget process, we have followed the County process of filling out forms, going to the County Human Resources Department, to the Human Services Committee of the Brown County Board of Supervisors, to the full County Board, and then it would come back to the ADRC Board for a final vote. County Executive Streckenbach's philosophy has been that we are our own entity. We have the privilege of using the County's HR Department for legal advice/support and for point factoring for class and compensation, but the decision on these positions is that of the ADRC Nominations and Human

Resources Committee and ADRC Board of Directors. The County's HR Department has point factored these salaries, reviewed the job descriptions. Following ADRC Board approval, we will notify them of any additional positions added to our table of organization during the budget process. She reminded committee members that in late September we received the last allocation of ADRC Funds to prepare for Family Care. In reviewing areas that still need additional support, we are proposing the addition of the following positions in 2014:

- A. PREVENTION ASSISTANT:** This position would be a part-time position to support Ms. Michael's with the planning and development of our wellness and prevention programs. We will be adding an additional evidenced based program, "Lighten Up", to our consumer class offerings. This new program addresses the psychological wellbeing of older adults and adults with disabilities through positive storytelling, journaling, and support. This initiative is supported through a DHS and WIHA grant to pilot new populations and expand to new counties throughout the state.
- B. I&A TEAM LEAD:** An I&A Team Lead would have supervisory responsibilities and authority under the I&A Coordinator. The Team Lead would be in a quality assurance role along with being a support to the Coordinator and the I&A Staff on a day to day basis.
- C. MAINTENANCE ASSISTANT:** The purpose of this position would be to extend the hours of the facilities staff coverage and to support the Maintenance Coordinator in his growing responsibilities. We would like to move towards having a consumer and club membership where there would be a charge for building utilization. Room set up, building cleanliness, and support transitions to evening classes/clubs will be even more critical. This position would start at noon and transition into the evening activities. This person would also be available to the front desk making sure that the building was secured, consumer requests were addressed and that the building was set up for the next day's events.

Ms. Christianson reviewed itemize expenses and revenues for each position in 2014 and 2015. She noted that there would be ongoing funding support for each of these three positions.

The committee requested that the positions full time equivalence be clearly listed and an organizational chart developed to assist with presenting these to the ADRC Board.

Mr. Pamperin/Ms. Relich moved to forward the recommendation to the Board to fill these three positions as described previously. **MOTION CARRIED.**

**SEARCH FOR NEW BOARD MEMBERS FOR 2015:** Ms. Christianson reported that Mr. Diedrick representing physical disabilities, Mr. Pamperin representing people 60 and older, and Mr. Daniels representing 60 and older will be vacating their positions on the ADRC Board at the end of 2014. She looked to the Committee for suggestions for applicants noting that Ms. Pat Finder-Stone, a very valuable board member in the past, has expressed an interest in serving again after having been off for one year. She would represent people 60 and older and at some point may not be opposed to serving as the Vice Chairperson or Chairperson. Discussion followed regarding the criteria and other possible applicants. The Committee unanimously advised Ms. Christianson to

contact Ms. Finder-Stone, Ms. Robinson, and Ms. Hickey, should Ms. Robinson not be available, regarding serving and/or accepting the role of Vice Chairperson.

**ADJOURN MEETING:** Ms. Van Donsel/Ms. Swigert moved to adjourn. The meeting adjourned at 5:45 p.m. **MOTION CARRIED.**

Respectfully submitted,

Arlene Westphal, Secretary